

# JOB OPPORTUNITY

<b>Job Opportunity Bulletin:</b>	#08-053
<b>Final Filing Date:</b>	October 29, 2008 or Until Filled

<b>Position:</b>	<b>Salary:</b>	<b>Location:</b>
Research Program Specialist II	\$5,309 - \$6,451	Office of Statewide Health Planning & Development Healthcare Workforce Development Division (HWDD) 400 R Street, Suite 330 Sacramento, CA 95811

## General Statement:

Under the general direction of the SSM II, Research, Policy and Planning Section, the incumbent plans, develops, organizes, conducts and leads major research projects and implementation activities for the Healthcare Workforce Clearinghouse Program (Clearinghouse).

## Duties:

- As a special consultant for the Clearinghouse, apply systematic, critical, intensive research methods and techniques on the feasibility and impact of proposals or projects affecting program operations.
- Lead in the design and implementation of the Clearinghouse project, obtaining and evaluating healthcare workforce and education data.
- Coordinate sensitive program data collection, analysis and reporting activities with multiple state level labor workforce, health licensing and education entities.
- Determine appropriate demographic variables necessary to collect and identify potential data sources, develop data collection methods, compile data and complete reports.
- Prepare computer programs using appropriate statistical software packages such as Statistical Analysis Software (SAS), Access and FoxPro databases, GIS, Excel and others to analyze, evaluate and display data and outcomes.
- Prepare written and oral presentations, recommendations to management, high level policy makers and other stakeholder groups.
- Advise HWDD management, legislative bodies, commissions, and external stakeholders on specific research findings, aspects of health policy and implementation of healthcare legislation.

## Desirable Qualifications:

- Experience in leading research teams and/or research project coordination activities.
- Experience in workforce trends and analysis.
- Experience in presenting ideas, findings and recommendations orally and in writing.
- Excellent time management skills.
- Exercising good judgment in dealing with managers, staff, and various stakeholders at the public and private level, including educators, and representatives of state agencies and national organizations.
- Proficiency with statistical displays and GIS, Excel, and database applications.

## Who May Apply:

Applications will be accepted from individuals currently in the above classes or individuals who have list, transfer, or reinstatement eligibility. Appointment is subject to SROA/surplus policies. Only the most qualified applicants will be interviewed.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHDP - Healthcare Workforce Development Division

Attn: Senita Robinson (**JOB #08-053**)

400 R Street, Room 330

Sacramento, CA 95811

For more information contact Senita Robinson (916) 326-3700.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.